

SUBJECT: Procedures for Department of State Support of NIS Production.

/We have examined the matter of continuing support for the NIS program by the Department of State and have determined the procedures we shall follow in carrying it out. These procedures are presented below in detail./

/If you will refer to your memorandum of November 13, 1961 on the same subject and compare the text of your proposal with the procedures we have adopted, you will find that all the services you listed are provided for, and the changes we have made affect only the responsibilities and operations within State./

This memorandum sets forth procedures which henceforth are to govern Department of State support for the NIS program. It corrects, updates, and supersedes the State-CIA memorandum of November 29, 1961 dealing with this subject.

I. Procedures for use of INR Office Files and State's Library Facilities by NIS Analysts of other Agencies.

1. All agencies having need of State's file and library resources in discharging NIS production responsibility will provide current lists in three copies of their security-cleared NIS Producing Personnel /to the State NIS Representative/. Lists should be in letter form, from the Security Officers of the Agencies, and addressed to the Security Officer of the Department of State. /However, the three copies should be sent directly to the State NIS Representative/. They should state opposite each name the level of clearance, /and effective date/ duration of clearance and purpose of contact. The Security Office of Department of State will furnish the State Department's NIS Representative with a copy of the letter for his files, together with an indication of its own approval or disapproval, on security grounds, of the proposed contact. (Brackets denote deletions from original 1961 memo; underlining, new material.)

Comment. Examination of State's NIS files and discussion with State's Office of Security (SY) indicate that SY has been the channel through which requests for security clearances are processed. SY retains two of the three copies of the list specified in the 1961 [redacted] memorandum; the third is forwarded to State's NIS Representative, customarily through the Executive Office of the Bureau of Intelligence and Research (INR/EX), together with an SY form giving notice of its approval of the contact.

2. /The State NIS Representative will deliver the original of each such letter to the State Security Officer. He will deliver one copy to the Department Library and retain the third./

Comment. This short paragraph should be omitted for the following reasons:

- a. SY, not State's NIS Representative, receives requests for security clearances in the first instance.
- b. The State Department's Library opens its facilities to NIS personnel from other agencies either upon notification by SY that a request for an NIS contact has specified

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the Library as a place to be visited or upon receipt of the chit described in para 3(now 2) of Part I. The Library's Security Officer does not honor any other type of NIS request or authorization.

c. Provision for the State Representative to retain the third copy of the security-cleared list is covered by changes in 1, above.

~~43-7~~ 2. Analysts wishing to visit State for NIS production purposes will call the State NIS Representative at least one working day in advance, indicating the NIS Area and subject matter of his interest. After checking the name against the list of cleared eligibles, the State NIS Representative will make appointments with appropriate INR/ State personnel. The visiting analysts will report first to the office of the State NIS Representative and will be given a chit for presentation in the INR/regional/ office, the geographic bureau, or the library as appropriate. When visits require work in the files of library over a period of days, check-in at the State NIS Representative's office is required only on the first visit for each project ~~for-when-a-shift-to-the-files-of-another-INR-regional-office-is desired/; however, NIS analysts must obtain a new chit each time work is begun on a new component or country.~~

Comment. This paragraph remains on the whole relevant. The fact that new employees working on NIS in other agencies sometimes learn from old-hands there whom to contact in State before they initially approach the State NIS Representative to make appointments with State offices does not detract from the merits of the procedures outlined. The change in the last sentence is designed to improve security and control procedures.

3. Within 10 working days after the beginning of each fiscal year all non-USIB agencies having need of State's file and library resources for NIS production purposes shall notify State's NIS Representative, through appropriate security channels, of the names of the persons they desire to retain on their list of security-cleared NIS personnel. These agencies shall employ the same channels to notify State's NIS Representative, within 5 working days, of the date when an employee loses his NIS security clearance for any reason.

Comment. The addition of this paragraph is prompted by a desire to follow good security practices. The exclusion of CIA and DIA from the requirement rests on the fact that they, like State, are full-fledged members of the Intelligence Community. In many instances, DIA employees who produce NIS Sections no less than OCI and ORR personnel, already work closely with State (INR) officers in a variety of current (estimative) intelligence endeavors. It seems unnecessary and a waste of time, in the circumstances, to establish separate procedures for collaboration in NIS concerns. As a practical matter, the need for large numbers of DIA and CIA personnel to consult State's files and library facilities has decreased substantially over the years, as the two agencies have acquired their own NIS expertise and source materials.

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Non-USIB agencies, on the other hand, remain largely outside the pale, security-wise. It is desirable that State be informed on a regular and continuing basis of the names of their personnel, who, by virtue of their involvement in NIS work, require access to State files and library facilities.

II. Procedures for Department of State Review of NIS Section Drafts /Chap-
ters-IV-and-V-and-VI/(non-Bloc)/ comprising Chapters IV, V, and VI (non-Bloc), and Sections 1,4,5,6,7,
and 8 of the General Survey.

1. /Three/ Copies of the final drafts of NIS Sections /Chapters-IV and-V-and-VI/(non-Bloc)/ comprising Chapters IV, V(except Section 56), and VI(non-Bloc) will be forwarded in the quantity required to the State Department NIS Representative.

Comment. The above reflects changes in the number of final drafts which are sent to State. The basic number remains "three" but four and even five copies of some sections are forwarded on occasion. Only one copy of Sections 7 and 8 is usually delivered, however.

2. The State NIS Representative will normally send one copy of the final draft sections comprising Chapters IV, V, VI(non-Bloc) to the principal mission in the country concerned and in certain cases also to other appropriate missions, with an appropriate/instruction requesting comments /with-indication-of/ and indicating the date, with rare exceptions not to exceed six weeks, within which they are needed in order to meet publication deadlines.

Comment. Para 2 was correct as far as it went. The practice has grown up, however, of sending selected Bloc NIS sections to Moscow(and/or Hong Kong), as well as to the principal US diplomatic or consular establishment in the country concerned. The idea was first suggested by a geographic bureau of the State Department. A number of useful comments have been received over the years. State has informally adopted a similar policy vis-a-vis Section 7. One draft copy is sent for comment to the appropriate Scientific Adviser, wherever he is stationed, and one to the Embassy in the country discussed.

3. The State NIS Representative will deliver one copy of all draft sections, comprising Chapters IV, V, and VI (non-Bloc) to the INR regional office and one copy to the /appropriate/country desk officer in the geographical bureau. This will provide an opportunity for the Department of State to comment, if it wishes, on substance and matters of political implication and on the security classification and dissemination controls which have been applied, with the understanding that, in any case, the Department does not have responsibility for the final text.

Comment. This paragraph accurately states present practice and understanding.

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4. Comments made by the recipients of the draft sections will be addressed to the State Department NIS Representative, who /after-they have-been-coordinated-and-reconciled-as-necessary-by-the-INR-regional office/ will forward /the-result-in/ them separately or coordinated into a single memorandum as required to the relevant NIS producing components, with a copy to the Chief, Editorial Division, OBI/CIA. The State NIS Representative will arrange for any subsequent discussions or clarifications which may be necessary on points raised in the commentaries.

Comment. Portions of the first sentence in this para did not reflect current practice. The INR regional office ordinarily plays no role other than to review and to forward to the State NIS Representative comments concerning individual sections sent to State. The NIS Representative usually forwards these comments to the producing components and to OBI/CIA, as well as those made by geographic bureaus and the posts concerned. On occasion, he may transmit comments of his own concerning a given section. If there are sharp differences of opinion among the Department's reviewing officers, State's NIS Coordinator sometimes, with such consultation as he may request, especially from officers in INR, reconciles these views and sends a coordinated memo. In practice, differences often work themselves out before inter-agency conferences are necessary because INR analysts are in frequent touch with the personnel of OCI and ORR, and with persons in other agencies which produce NIS. Annotated NIS drafts returned by the field are sent only to the originating agency.

5. /~~We~~/ Three copies of drafts /or/ and page proofs of /Chapter-I/ the General Survey will be sent from OBI/CIA to the State NIS Representative, who will arrange for Departmental review in accordance with the outline set forth below. He will deliver one copy of the proper sections to the appropriate INR regional office and one to the geographic bureau, and indicate the deadline for receipt of the comments as set by the NIS /Permanent/ Committee. /The-INR-office-will-review-the-proofs-with-special reference-to-State-Department's-interests,-and-submit-written-comments or-annotated-proofs-to-the-State-NIS-Representative-within-the-deadline./ As indicated below, the State NIS Representative will himself review /the second/ one copy of the page proofs, and in consultation with INR and bureau readers, develop any comments relevant to the State Department's interests. These comments he will discuss as appropriate with OBI, other agencies, or the NIS Committee. /Any-points-of-substance-arising-from-either-review-with respect-to-the-Sections-prepared-by-other-agencies-will-be-taken-up-directly-with-these-agencies-by-the-State-NIS-Representative.--Points-raised-which involve-the-interests-of-NIS-contributors-as-a-whole-or-of-several-will-be brought-before-the-NIS-Permanent-Committee-by-the-State-NIS-Representative/ Review of components of the General Survey (except Sections 2 and 3) is allocated as follows:

By NIS Coordinator:	Section 1 in draft; entire page proof.
By INR Offices :	Sections 1,4,5,6, 8 in draft; page proof.
By Geographic Bureau:	Sections 1,4,5,6 in draft; page proof.
By Field :	Sections 4,5,6,7 in draft.

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Comment. This para has been altered to reflect the fact that at least three (not two) copies of drafts and of page proofs of General Surveys (not Chapters I) are sent to State's NIS Representative and and that in the case of page proofs he, rather than the field, performs the review function, with such help as he may require from INR and the appropriate geographic bureau. As noted, Foreign Service posts review various General Survey components in draft but not in page proof.

The current significance of the penultimate sentence in the original para 5 appears a bit obscure. Any points of difference arising from review of the page proofs are taken up directly with OBI/CIA. When sharp differences arise State and OBI may arrange for the INR analyst to consult the author -- as envisaged in the last sentence of para 4, above.

6. By mutual agreement between State and the producing component, the State NIS Representative will arrange to have other NIS chapters and sections reviewed both in the field and by appropriate officers in the Department of State.

Comment. Para 6 takes cognizance of situations that have arisen from time to time and provides a basis for obtaining comments as future circumstances dictate.

III. Procedures for Department of State Field Collection of NIS Materials for Other Agencies.

1. When final NIS Annual Production Schedules are approved by the NIS /Permanent/ Committee, the State NIS Representative will prepare and have transmitted an instruction informing each principal Foreign Post of the Sections of Chapters IV and V, and VI(non-Bloc) and of the General Survey scheduled for the particular country and asking that the Post bring up to date its supply of relevant information to Washington and prepare itself to comment upon the drafts when available./for-evaluation-against-requirements-as-defined-in-NIS-Standard-Instructions-and-as-gaps-or-errors-were-revealed-by-a-previouslty-published-section/

Comment. Because of concern in OBI/CIA over the permanence of annual production schedules, this provision was not implemented on an across-the-board basis until late 1964. The change in language reflects a change in the tenor of instructions sent to the field.

2. The NIS producing agencies may submit to State requests for field collection on specific detailed items of scheduled sections when gaps are revealed during the research process and when the agency has no appropriate field collection facility of its own. Such requests should be addressed to the State NIS Representative, who will prepare an instruction and have it transmitted in accordance with State's established procedures.

Comment. This para is in full force and effect today.

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3. Copies of replies received from the field offices in response to NIS collection requests will be forwarded by State NIS Representative to the requesting agency and to OBI/CIA.

Comment. This para is likewise in full force and effect. Except in very unusual circumstances, the Office of the State NIS Representative forwards field replies to the requesting agency and to OBI/CIA within hours of the time of receipt.

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